## EXAMINATION ANNOUNCEMENT

ASSOCIATE INSURANCE EXAMINER

DEPARTMENTAL PROMOTIONAL SALARY RANGES: A) \$3,952 - \$4,805 C) \$4,136 - \$5,027

B) \$4,136 - \$5,027 D) \$4,542 - \$5,520



AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply

## FINAL FILING DATE: WEDNESDAY, SEPTEMBER 06, 2000

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Send application to: Department of Insurance 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: Stefanie Abdelnour

Application (form STD678) must be *POSTMARKED* no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination All applicants must meet the minimum qualifications for this examination by the final filing date.

## MINIMUM QUALIFICATIONS EITHER I

One year of experience in the California state service performing the duties of an Insurance Examiner, Range E, F, G, or H.

#### OR I

**EXPERIENCE**: Three years of increasingly responsible professional experience in examining the financial operations of business enterprises or as an actuary, accountant or in some other capacity requiring a knowledge of insurance accounting and applicable laws. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations.

#### **AND**

### **EDUCATION: EITHER**

- 1. Equivalent to graduation from college with specialization in insurance.  $\mathbf{OR}$
- 2. Completion of either:
  - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. **OR**
  - (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing and cost accounting, and three semester hours of business law. (A course in statistics may be substituted for cost accounting). **OR**
- 3. Equivalent to graduation from college including nine units of insurance or actuarial science and at least six semester hours of accounting courses. (Experience with an insurance company performing professional accounting or technical underwriting or claims work may be substituted for the educational requirements on the basis of one year of experience for each year of college work up to a maximum of two years. Work experience may not be substituted for the required accounting courses.)

Salary Range

- **Range A:** This range shall apply when the duties of the position involve examinations of various companies, and the location of employment is in the State of California, and if the employee does not meet the criteria for Range C.
- **Range B:** This range shall apply when the duties of the position involve examination of various companies, and the location of employment is outside of the State of California, and the employee does not meet the criteria for Range D.

Range C: This range shall apply when the examiner meets all the following conditions:

- 1. Has successfully completed a course of study in electronic data processing fundamentals and principles.
- 2. Has completed a course of study in the use of generalized audit retrieval software package as prescribed by the department and has demonstrated proficiency in its use.
- 3. Has been assigned to an examination where the majority of the duties involve the evaluation of controls in electronic data processing systems of various companies, and has demonstrated proficiency in the area for a period of six months.
- 4. Has been certified by a board whose members shall include the Examiner's Supervising Examiner; the Supervising Examiner, Electronic Data Processing, and the Personnel Officer, as qualified for this range; and
- 5. The location of employment is in the State of California, and does not meet the criteria for Range D.

**Range D:** This range shall apply when the employee meets the conditions for Alternate Range and the location of employment is outside the State of California.

Special
Requirements
Position
Description

Willingness to travel and work away from the headquarters office.

The Associate Insurance Examiner may be assigned the more complex phases of a financial examination including, but not limited to, analyzing intercompany transactions, investment portfolios, reinsurance transactions, and the financial condition of an insurance company or a licensee. The Associate Insurance Examiner may also act as an examiner in charge of domestic examinations, and may participate in zone examinations, and where appropriate may recommend corrective actions based on the examination/analysis findings.

## Positions exist in San Francisco and Los Angeles.

Examination Information

The examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates should list all experience on the application (form STD 678) relevant to this examination. It is anticipated that the mandatory interview will be held during **September/October 2000**.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

# **Examination Scope**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's.

### Knowledge of:

- General accounting and auditing principles and procedures.
- 2. Specialized financial examining practices and procedures as used in insurance examining.
- 3. Insurance accounting and uniform accounting systems prescribed for insurance companies.
- 4. Financial organization and practices of various types of insurance companies.
- 5. Provisions of the law governing insurance companies, related legal opinions and court decisions, and departmental policies, rules, and regulations.
- 6. Organizations and operation of the Department of Insurance with particular reference to the insurance examining program.
- Business law.

### Ability to:

- 1. Apply general accounting and auditing principles and procedures, specialized financial examining practices and procedures and provisions of the law governing insurance companies, related legal opinions, and court decisions, and departmental policies, rules and regulations.
- 2. Plan, organize, and direct the work of others.
- 3. Act in a lead capacity in the financial examinations of accounts and records of insurance companies subject to State regulation.
- 4. Gather, organize and summarize financial data.
- 5. Analyze data and draw sound conclusions.
- Analyze situations accurately and adopt an effective course of action
- 7. Prepare clear, complete, and concise reports.
- 8. Establish and maintain cooperative relations with those contacted in the work.
- 9. Communicate and write effectively.

### Eligible List Information

A departmental promotional eligible list will be established for the Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Career Credit is not granted in promotional examinations.

**Veterans preference** points is not granted in promotional examinations.

## ASSOCIATE INSURANCE EXAMINER

## FINAL FILING DATE: September 06, 2000

### GENERAL INFORMATION

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3303 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department and on the Internet at http://www.spb.ca.gov.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Insurance** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1)passing the General Education Development (GED) Test; 2)completion of 12 semester units of college-level work; 3)certification from the State Department of Education, a local school board, or high school authorities that the candidates is considered to have education equivalent to graduation from high school; or 4)for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing impaired: From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance Human Resources Management 300 Capitol Mall, 13th Floor Sacramento, CA 95814 (916) 492-3393 RELEASE DATE: 8/16/2000

AE/SA